



DISTRICT COURT OF MARYLAND Alternative Dispute Resolution (ADR) Intern Application

FOR OFFICE USE ONLY

Semester:

Received:

Locations:

Interview:

Directions

Complete the ADR Intern Application. Please print or type your responses to the intern application. Return the completed ADR Intern Application with a cover letter, resume, writing sample and additional sheets of paper necessary to answer questions on the application. Include copies of any training certificates as described in the application.

The application and materials may be faxed to 410 260-3536 or mailed to the District Court of Maryland ADR Office, 251 Rowe Blvd, Suite 307, Annapolis, Maryland, 21401, Attention: ADR Internship Program. Application and materials must be received on or before 5:00 p.m. on the application closing date. All ADR Internships are with the CIVIL ADR PROGRAM.

The District Court of Maryland is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, age, sexual orientation, national origin or disability. The District Court ADR Office does not sponsor criminal mediation internships.

I am applying for a (please check one) _____ Winter/Spring _____ Summer _____ Fall, 2007 Internship.

Applicant Information:

Full Name _____

Address (Home) _____

Telephone (Home) _____ Mobile Phone _____

Date of Birth (Month/Day) _____ E-Mail Address _____

Internship Location Preference. I am interested in internship opportunities with the District Court of Maryland in the following District Courthouse location(s): (Please rank locations 1-5, in order of preference, with '1' as your first choice and '5' as you last choice for an internship assignment.) We will do our best to match you with one of your top three choices, but we cannot guarantee a match.

- | | |
|---|---|
| <input type="checkbox"/> Anne Arundel (Annapolis) | <input type="checkbox"/> Charles (La Plata) |
| <input type="checkbox"/> Anne Arundel (Glen Burnie) | <input type="checkbox"/> Harford (Bel Air) |
| <input type="checkbox"/> Baltimore City (Fayette & Gay) | <input type="checkbox"/> Howard (Ellicott City) |
| <input type="checkbox"/> Baltimore County (Catonsville) | <input type="checkbox"/> Montgomery (Rockville) |
| <input type="checkbox"/> Baltimore County (Towson) | <input type="checkbox"/> Montgomery (Silver Spring) |
| <input type="checkbox"/> Calvert (Prince Frederick) | <input type="checkbox"/> Prince George's (Upper Marlboro) |
| <input type="checkbox"/> Carroll (Westminster) | <input type="checkbox"/> Saint Mary's (Leonardtown) |

Other Location(s): _____

Alternative Dispute Resolution (ADR) Internship Positions

Please indicate your area of interest by ranking internship positions '1' to '6', in order of preference, with '1' as your first choice and '6' as you last choice. *Please note: ADR Internship opportunities are not available in all District Courthouse locations.*

- ☐ Day of Trial ADR Program Support
- ☐ Pre-Trial ADR Program Support
- ☐ Program Administration Support (available in the Annapolis ADR Office location only)
- ☐ Program Evaluation
- ☐ Public Relations and Program Outreach
- ☐ Research
- ☐ Other (please explain): _____

PLEASE PROVIDE SUBSTANTIVE WRITTEN RESPONSES TO QUESTIONS E1 to E3.

Use your own paper to respond. Use double spacing between sentences and 1" margins.

Applications received without written answers for the following three questions will be disregarded.

E1. Alternative Dispute Resolution (ADR) Experience

Please describe your ADR and/or court and legal experience.

This experience may be gained from course work, volunteer work, or extracurricular activities. Please include the organization, location and dates of your experience.

E2. Alternative Dispute Resolution (ADR) Interest

In 500 words or less please state how and why you became interested in alternative dispute resolution (ADR). Your answer may include your exposure to conflict/dispute resolution proceedings or litigation experience.

E3. Interest in the District Court of Maryland ADR Internship Program

Please describe in detail why you are interested in becoming an intern with the District Court of Maryland ADR Office.

Alternative Dispute Resolution (ADR) Training. Describe all ADR training you have received. Please attach a copy of any certificates received and training outlines.

Date(s)	Course	Trainer

Formal Education. Please use additional copies of this page to record additional undergraduate and graduate education experience.

	UNDERGRADUATE	GRADUATE
Institution		
City/State		
Dates Attended		
Degree and Major		
GPA		

Multilingual.

Are you multilingual? ☐ Yes ☐ No

If so, please list languages proficient languages only.

Are you currently a practicing attorney, social worker, or psychologist? ☐ Yes ☐ No

If so, please state which profession: _____

Also, please provide the state, court and/or jurisdiction(s) where you are licensed to practice.

Professional Affiliations/Community Activities. List any professional affiliations and/or community activities in which you participate that you consider relevant. (Include bar associations and professional membership organizations).

Organization

Position

To/From Dates

Current or Pending Disciplinary Actions.

Are there currently any **criminal charges** pending against you in Maryland or elsewhere **other than minor traffic violations**? If so, please provide details including the date of the alleged incident, the location and the name of the court and the alleged offense. *Use additional paper to provide an explanation.*

_____ Yes _____ No _____ Initials

Criminal Convictions.

Have you ever been convicted of any crime in Maryland or elsewhere other than a minor traffic violation? If so, please provide the details including the conviction date, the location and name of the court, the offense and the sentence imposed. *Use additional paper to provide this information. Criminal convictions are not an automatic bar to this program.*

_____ Yes _____ No _____ Initials

Ethics.

Have you ever been disciplined by any court, administrative agency, bar association, or other disciplinary committee, agency or group in Maryland or elsewhere for **unethical conduct or for the violation of any Code of Ethics**? If so, please provide details including the date, the disciplinary body, the conduct at issue and the disciplinary action taken. *Use additional paper to provide this explanation.*

_____ Yes _____ No _____ Initials

Academic Credit.

Internships with the District Court of Maryland are not paid. We will work with you to receive academic credit.

Do you intend to receive academic credit for this internship?

_____ Yes _____ No

If yes provide the name, e-mail address and phone number of your academic advisor.

I agree to the following and hereby represent that all information provided by me in this application is true and correct. If chosen as an intern, I will abide by the policies and procedures of the District Court of Maryland. I understand that I may hear, observe, or collect information of a confidential or sensitive nature and that this information is not to be shared in any manner with anyone outside the ADR Office of the District Court of Maryland. I further agree that all work done during my internship shall remain the property of the District Court of Maryland. **I UNDERSTAND THAT I AM APPLYING FOR A CIVIL ADR PROGRAM INTERNSHIP.**

Signature of Applicant

Date

Note: A civil and criminal background check is required of all applicants.

In case of emergency, please contact: (Name) _____

Relationship: _____ Phone: _____